



## KING COUNTY

### PROJECT/PROGRAM MANAGER III OFFICE OF MANAGEMENT AND BUDGET

Annual Salary Range: \$59,164 - \$74,995

Job Announcement: 04RR4779

OPEN: 12/15/04 CLOSE: Open Until Filled

**WHO MAY APPLY:** This Term Limited Temporary (TLT) position is open to all qualified applicants. Hiring preference is given to King County career service employees.

**WHERE TO APPLY:** Required forms and materials **must** be sent to: **500 4<sup>th</sup> Ave, Room 450, Seattle, WA 98104**. Applications materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Please contact Michael Gedeon at (206) 296-3402 for further inquiries. **PLEASE NOTE: Applications not received at the location specified above may not be processed.**

**FORMS AND MATERIALS REQUIRED:** A [King County application form](http://www.metrokc.gov/ohrm/jobs/JobApplications.htm), resume and letter of interest detailing how you meet or exceed the qualifications are required. The first screening of applications will occur after January 17, 2005. Additional screenings may occur until a selection is made. Applications may be obtained at King County Human Resources Division, 500 4th Ave, Room 450, Seattle, WA 98104 between 8:30 a.m. and 4:30 p.m.; our Job Line at (206) 296-5209; or our web site at: <http://www.metrokc.gov/ohrm/jobs/JobApplications.htm>. If you have any questions, please contact Michael Gedeon, Interim Chief of Administration, at (206) 296-3402.

**WORK SCHEDULE & LOCATION:** This position is exempt from the provisions of the Fair Labor Standards Act, and is not overtime eligible. The typical workweek is 40-hrs/wk, Mon. – Fri.; 1211 East Alder Street, Seattle, WA (Juvenile Court Facility). This Term Limited Temporary (TLT) position is expected to be funded for two years with the possible extension for a third year.

**PRIMARY JOB FUNCTIONS:** The purpose of this position is to support evaluation, research, and data analysis efforts in the juvenile justice and youth-serving systems. The Juvenile Justice Operational Master Plan, Reinvesting in Youth, Reclaiming Futures, and other projects/ organizations are working together to implement and evaluate a wide array of efforts that improve community safety, serve high risk youth and their families, and reduce the cost of the juvenile justice system. This position fills a critical need to gain expert knowledge of juvenile justice data systems, manage data collection from these systems for research and evaluation, and conduct evaluation, research, and data analysis on priorities set by stakeholders groups.

1. Gain expert knowledge of juvenile justice data systems for the purpose extracting data for analysis and evaluation purposes.
2. Develop queries to extract data for analysis and evaluation purposes.
3. Work with evaluation teams and consultants to design evaluation methodologies, develop associated data requirements, and implement data collection procedures.
4. Conduct advanced statistical analyses in support of research and evaluation projects.
5. Support quality assurance efforts for the data integrity of juvenile justice data systems, including coordinating user groups and creating reports for monitor data quality.

6. Work effectively with judges, attorneys, senior managers, planning groups, and other stakeholders to define data and research needs and lead the effort to meet these needs.
7. Lead team efforts to define and complete various types of research and data analyses, including the development of a set of indicators to track the overall performance of the juvenile justice system.
8. Draft reports, create presentations, and brief diverse audiences using standard business software.

**QUALIFICATIONS:** Masters degree in government, public policy, economics or related social science fields and three years of work experience demonstrating a) complex research analysis, b) database querying and management skills, and c) an ability to lead team efforts. Bachelor's degree in government, public policy, economics or related field and five years experience may be substituted. The successful candidate must also demonstrate excellent oral and written communication skills. The ideal candidate will have at least two years of relevant work experience in criminal/juvenile justice or social service field.

**CLASS CODE: 8244**